



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 18TH MILITARY POLICE BRIGADE
MANNHEIM, GERMANY APO AE 09058

AETV-MP-H

21 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum #22, Use of Removable Media in Designated Open Storage Areas

1. References

- a. AR 25-2 Information Assurance
- b. DA G-2 Security Alert 03-001. Use of Thumb Drives
- c. DIAM 50-4, DoD Intelligence Information System INFOSEC Program
- d. AE Supplement 1 to AR 25-2, 30 June 2005

2. GENERAL POLICY: It is the stated policy of 18th Military Police Brigade to strongly discourage the use of USB removable storage media on classified information systems unless absolutely necessary to conduct mission essential tasks.

3. DEFINITION OF REMOVABLE MEDIA: Removable media is heretofore identified as any digital data storage devices such as USB "Thumb Drives," aka memory sticks or pen drives, but also to include removable memory cards such as digital flash memory chips as used in digital cameras, designed for easy storage and transfer of data between physically segregated personal computers.

4. PROCEDURES FOR USE:

- a. Removable media designated for use in classified information systems must be Government-owned and properly marked, controlled, stored, transported, and destroyed based on classification or sensitivity and need-to-know.
- b. **The use of personally owned media on the LandWarNet (Class) is prohibited.** For procedures for use of legacy devices see paragraph 5.
- c. **All newly acquired removable media will be scanned for viruses by a systems administrator and serialized/inventoried by the unit SMO prior to use on classified information systems.**
- d. Removable media designated for use on classified information systems not in transit with an authorized courier will be stored in a designated open storage area or locked in an approved container at all times.
- e. All removable media designated for use with classified information systems will be affixed with SF 707 red 'SECRET' labels prior to use. **Soldiers and civilians will immediately report through their chain of command if at any time unlabeled removable media is observed in use with classified information systems.**

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5. **LEGACY DEVICES:** Any removable media designated for use on classified information systems prior to implementation of this policy will heretofore be referred to as "legacy devices."

a. **Any legacy devices in possession of users will be identified and turned over to unit security managers NLT 15 July 2006.** Following this date, users found to be in non-compliance will be referred to the commander for possible disciplinary action.

b. Unit security managers will take initial inventory of legacy devices, engrave all such devices with unique serial numbers, ensure placement of SF 707 SECRET labels, prior to reissue same devices back to their custodians NLT 1 August 2006.

6. **ACCOUNTABILITY OF CLASSIFIED REMOVABLE MEDIA:**

a. Accountability of removable storage media designated for use on classified information systems will be maintained by unit security management offices (SMOs) with the assistance of information assurance activities via monthly iterations of classified media inventories.

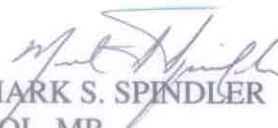
b. During the course of this inventory, any removable storage devices which are determined to no longer satisfy a specific requirement will be destroyed IAW above references.

c. Unit SMOs are advised develop and implement a simple accountability plan to satisfy monthly inventory requirements without degrading the efficiency of current unit operations.

d. Unit SMOs may implement further control procedures to exceed those mandated in the above references.

7. The point of contact for this policy memorandum is the Brigade S-2 at 382-5686.

8. **EVER VIGILANT!**


MARK S. SPINDLER
COL, MP
Commanding